

The Commonwealth of Kentucky



**Release 4**

**Business Connect**

***[BusinessConnect.ky.gov](https://BusinessConnect.ky.gov)***

**Quick Reference Guide**

**Offering Management**

## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

This Quick Reference Guide is designed to help you identify and categorize the different types of Training Offerings by the Business Partners (the WIOA Training Providers).

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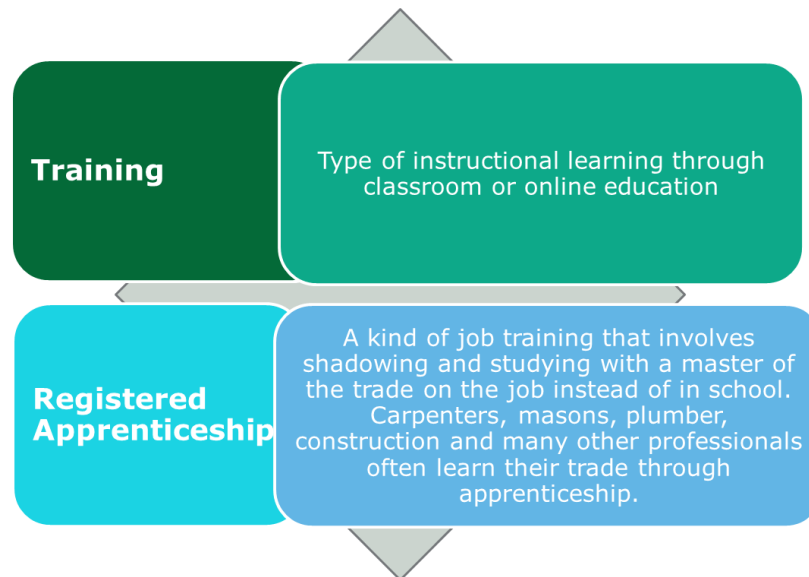
## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

### Training Offerings

#### Offerings Overview

Offerings are the Training Programs or Registered Apprenticeships that a Business Partner offers to the Kentucky individuals. These offerings are subject to an approval granted by the OET Staff after the business partners submit their documents and get them verified.

The Training Offerings may be categorized as an ITA Training or a Registered Apprenticeship:



**Please Note:** The Business Partner completes the Training Program Offering details, costs, address locations and other relevant program details before submitting the application for staff review. Once the Program Offering application is submitted, the application enters a queue pending OET Staff approval.

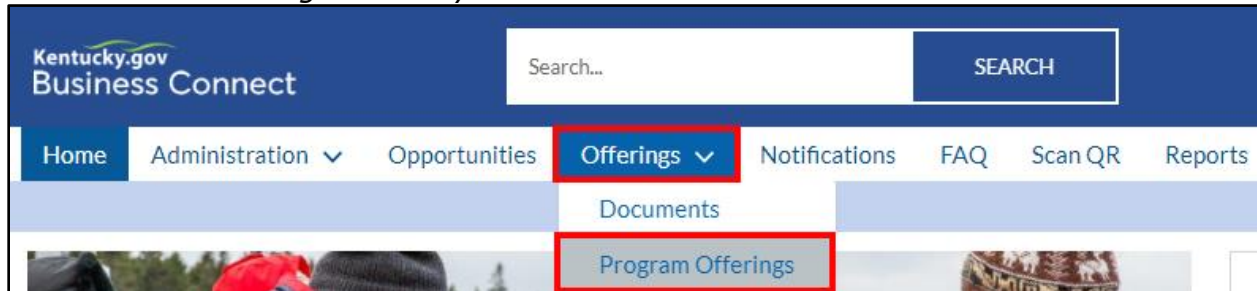
### The Offering Summary Screen

The *Offering Summary* Screen provides the Business Partner with a list of all their Program Offerings. From the *Offering Summary* screen, the Business Partner can **manage** any existing Program Offerings and **add** new Training Offerings.

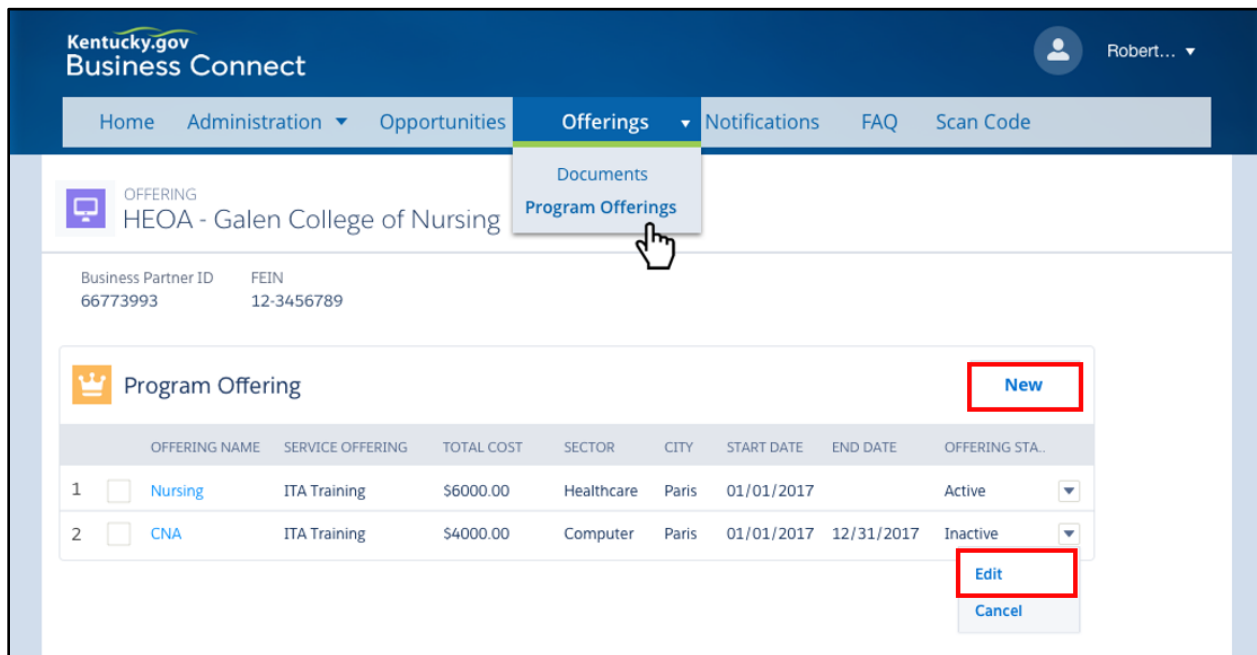
## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

In order to navigate to the offering summary screen, a user must do the following:

- 1) Navigate to the Business Connect login page and select **"Log In"** and enter credentials
- 2) Select **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen



- 3) The following are included on the Offering Summary screen:
  - Offering name
  - Service offering
  - Total cost
  - Sector
  - City
  - Start date
  - End date
  - Offering status
- 4) Select **"Edit"** to update the existing offering
- 5) Select **"New"** to create a new offering
- 6) Select on an existing Offerings hyperlink to view specific Offering details



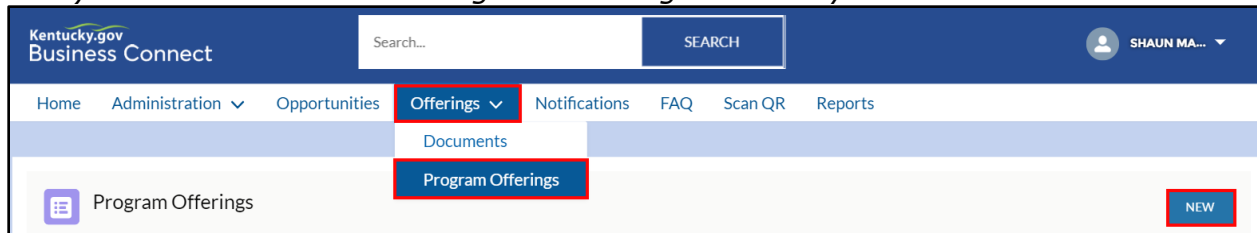
# Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

## Creating a New Offering

The Training Provider can create an *Offering Type* from the *Program Offering Summary* screen.

To create a **New Offering**, follow the steps given below:

- 1) Select **"Log In"** and enter credentials
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
- 3) Select **"New"** on the *Program Offerings Summary* screen



- 4) Select the Program Offering from the *New Offering* pop-up screen
  - The User selects one of the two types of *Program Offerings*:
    - i. ITA Training
    - ii. Registered Apprenticeship

A screenshot of the 'New Offering' pop-up screen. The title 'New Offering' is at the top. Below it is a prompt '\* Select Program Offering Type'. There are two radio button options: 'ITA Training' and 'Registered Apprenticeship'. At the bottom right, there are two buttons: 'Cancel' and 'Next' (highlighted with a red box).

- 5) Select **"Next"**
  - Depending on which Offering Type chosen, the screen pertaining to that particular offering would be displayed

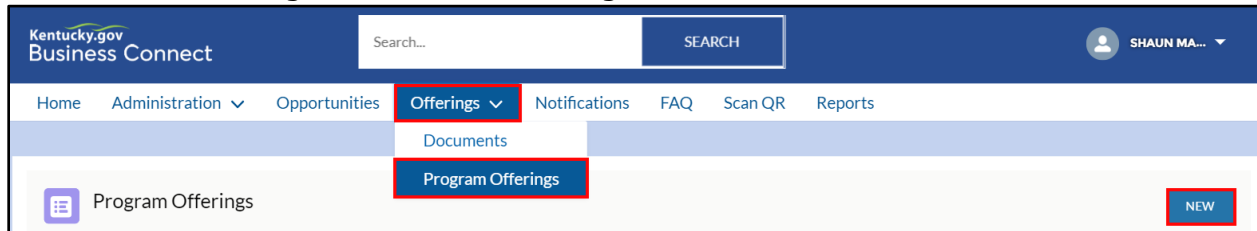
## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

### New Offering: ITA Training

The User has the ability to create a *New ITA Training* available to citizens in the system.

The User will follow the steps below to create a *New ITA Training*.

- 1) Select **"Log In"** and enter the *credentials*
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
- 3) On the *Offering Summary* Screen, select **"New"** in the top right corner of the screen to begin a *New ITA Training*



- 4) Select **"ITA Training"** in the New Offering type pop-up screen
- 5) Select **"Next"** to view the fields specific for the *ITA Training* Program Offering

A screenshot of the 'New Offering' pop-up screen. The title is 'New Offering'. Below the title is a label '\* Select Program Offering Type'. There are two radio button options: 'ITA Training' (which is selected and highlighted with a red box) and 'Registered Apprenticeship'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Next' (which is highlighted with a red box).

- 6) The following fields are displayed on the *New Offering Summary* screen:
  - Record Type
  - Offering Name
  - CIP Code
  - CIP Description
  - Sector
  - Offering Description
  - How long has the provider been operating this Offering?
  - Performance data have been submitted for this Offering?
  - If no, provide justification for non-submission of data
  - Describe plans to track and record the required data for KY Stats
  - Is offering HEOA-approved?
  - Degree/Certificate to be Awarded
  - Type of Degree/Certificate to be awarded
  - Length of Offering
  - Units of Measurement

## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

- If other, explain
- Is this a distance learning offering?
- How does this Offering meet the needs of local employers and job seekers?
- Training Offering Costs
- Tuition
- Textbooks
- Fees
- Supplies/Misc
- Total
- **Location Information**
  - Address Line 1
  - Address Line 2
  - City
  - State
  - ZIP
  - County
  - Phone
  - Fax
- **Primary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email
- **Secondary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email

7) Select **"Save"** located in the bottom right corner of the screen to submit the *New Training Offering* request

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### New Offering: Registered Apprenticeship

The User has the ability to create a *New Registered Apprenticeship* available to citizens in the system.

- 1) Select **"Log In"** and enter the *credentials*
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
- 3) On the *Offering Summary* Screen, select **"New"** in the top right corner of the screen to begin a *New ITA Training*



- 4) The New Training Offering pop-up screen enables the User to select the type of *Program Offering*
- 5) Select **"Registered Apprenticeship"**

A screenshot of the 'New Offering' pop-up screen. The title is 'New Offering'. Below the title, there is a label '\* Select Program Offering Type'. There are two radio button options: 'ITA Training' and 'Registered Apprenticeship'. The 'Registered Apprenticeship' option is selected and highlighted with a red box. At the bottom right of the form, there are two buttons: 'Cancel' and 'Next' (highlighted with a red box).

- 5) Select **"Next"** to view the fields for a *Registered Apprenticeship* Offering
- 6) The following fields are specific to the *Registered Apprenticeship* offering:

- **Record Type**
  - Occupation included within Registered Apprenticeship Offering
  - Name of Related Technical Instruction Provider
  - Name of Related Technical Instruction Offering
  - Sector
  - CIP Code
  - CIP Description
  - Training Offering Description
  - Degree/Certificate to be Awarded
  - Type of Degree/Certificate to be awarded
  - Length of Offering
  - Units of Measurement
  - If other, explain
  - Primary Contact of Related Technical Instruction Provider



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- **Offering Costs**
  - Tuition
  - Textbooks
  - Fees
  - Supplies/Misc.
  - Total Cost
- **Location Information**
  - Address Line 1
  - Address Line 2
  - City
  - State
  - ZIP
  - County
  - Phone
  - Fax
- **Primary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email
- **Secondary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email

7) Select "**Submit**" to submit the new *Registered Apprenticeship* Offering request

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### Viewing Offerings

The User has the ability to **view** the *Training Offering*. Viewing the Training Offering provides the Business Partner with a list of all *Program Offerings*.

To **view** a list of the existing Training Offerings, follow the steps below:

- 1) Select **"Log In"** and enter credentials
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offerings Summary* Screen.
- 3) Select the **Training Offering** hyperlink

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Documents Program Offerings

OFFERING  
HEOA - Galen College of Nursing

Business Partner ID 66773993 FEIN 12-3456789

Program Offering New

	OFFERING NAME	SERVICE OFFERING	TOTAL COST	SECTOR	CITY	START DATE	END DATE	OFFERING STA..
1	Nursing	ITA Training	\$6000.00	Healthcare	Paris	01/01/2017		Active
2	CNA	ITA Training	\$4000.00	Computer	Paris	01/01/2017	12/31/2017	Inactive

Edit Cancel

- 4) The User now has the ability to **view** the Program Offering details for the ITA Training

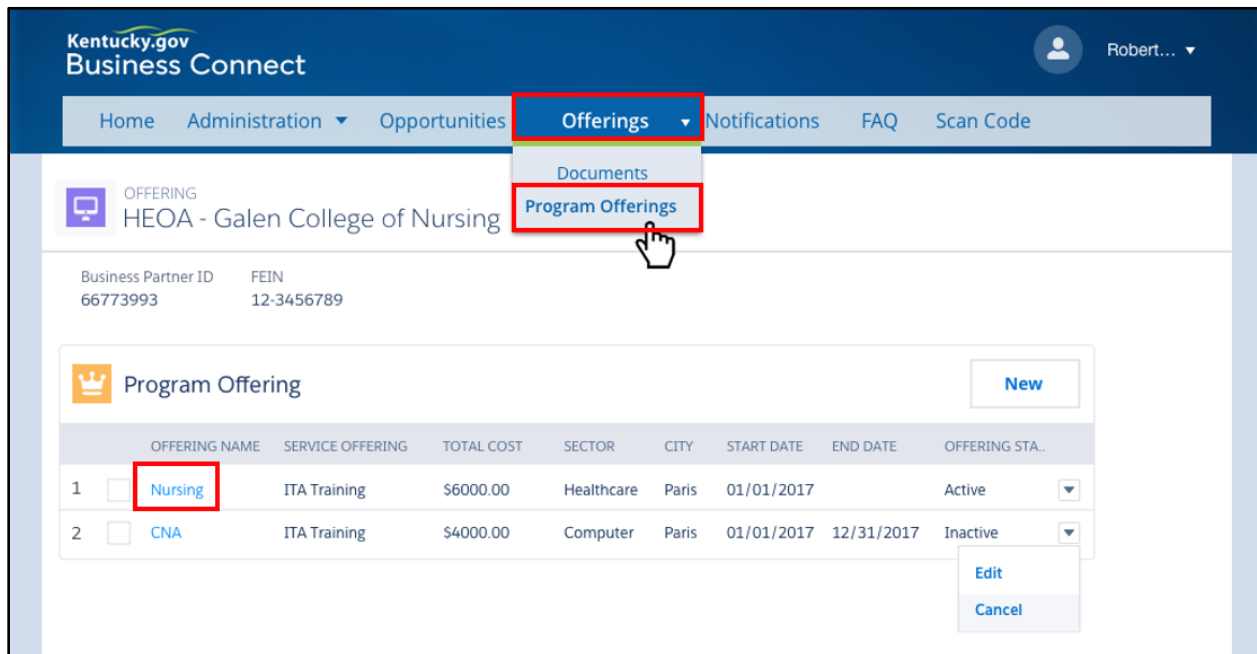
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### Editing Offerings

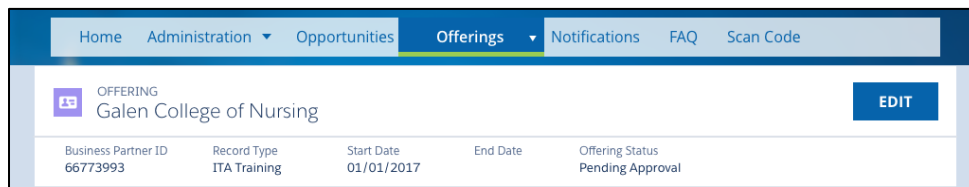
The Training Offering Summary screen provides the User with the ability to **edit** the completed *Training Offering* record in detail.

The User may **edit** the Training Offering by following the steps below:

- 1) Select **"Log In"** and enter the *credentials*
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
- 3) On the *Offering Summary* Screen, select the hyperlink for each specific Offering to be edited



- 4) The User is navigated to the *Training Offering Detail* Screen. The User may now select **"Edit"** located in the top right corner of the screen



- 5) Select **"Submit"** to submit the edited *Training Offering* request
  - This action changes the status of the *Training Offering* from **"Approved"** to **"Pending Approval"**

## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

### Location Summary Screen

The *Location Summary* screen provides the Business Partner with a list of all locations specific to a *Program Offering*.

From this screen, the Business Partner can **manage** existing locations and **add** new locations. A primary location listed for each *Program Offering* is required.

- 1) Select **"Log In"** and enter credentials
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down
- 3) Select the specific **Training Offering** hyperlink to view the details

The screenshot shows the 'Kentucky.gov Business Connect' interface. The 'Offerings' dropdown menu is open, showing 'Documents' and 'Program Offerings'. A hand cursor is pointing at 'Program Offerings'. Below the menu, the 'HEOA - Galen College of Nursing' offering is listed with Business Partner ID 66773993 and FEIN 12-3456789. A 'Program Offering' section includes a 'New' button and a table with columns: OFFERING NAME, SERVICE OFFERING, TOTAL COST, SECTOR, CITY, START DATE, END DATE, and OFFERING STA.. The first row shows 'Nursing' (highlighted with a red box), ITA Training, \$6000.00, Healthcare, Paris, 01/01/2017, and Active.

- 4) Select the **"Location"** subtab within the *View Offering Details* Screen

The screenshot shows the 'View Offering Details' screen for 'Galen College of Nursing'. The 'Offerings' dropdown menu is open, and the 'LOCATION' subtab is selected (highlighted with a red box). The screen displays the following information:

Business Partner ID	Record Type	Start Date	End Date	Offering Status
66773993	ITA Training	01/01/2017		Pending Approval

Below the table, there are three tabs: 'DETAILS', 'LOCATION' (highlighted with a red box), and 'PERFORMANCE'. The 'LOCATION' tab shows the following information:

Business Partner Name	Organization Type
Galen College of Nursing	Private

## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

5) The following information is shown for each location:

- **Location Information**

- Address
- City
- State
- ZIP
- County
- Phone
- Status
- Location Type

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Nursing-Galen College of Nursing

DETAILS LOCATION PERFORMANCE

Location [New](#)

	ADDRESS	CITY	STATE	ZIP	COUNTY	PHONE	STATUS	LOCATION TYPE
1	<input type="checkbox"/> 1234 Huckle..	Paris	KY	40507	Bourbon County	(888) 764-9580	Active	Primary
2	<input type="checkbox"/> 1000 Main St..	Louisville	KY	50680	Greater Louisville	(908) 744-9578	Inactive	Others

[Edit](#)

[Delete](#)

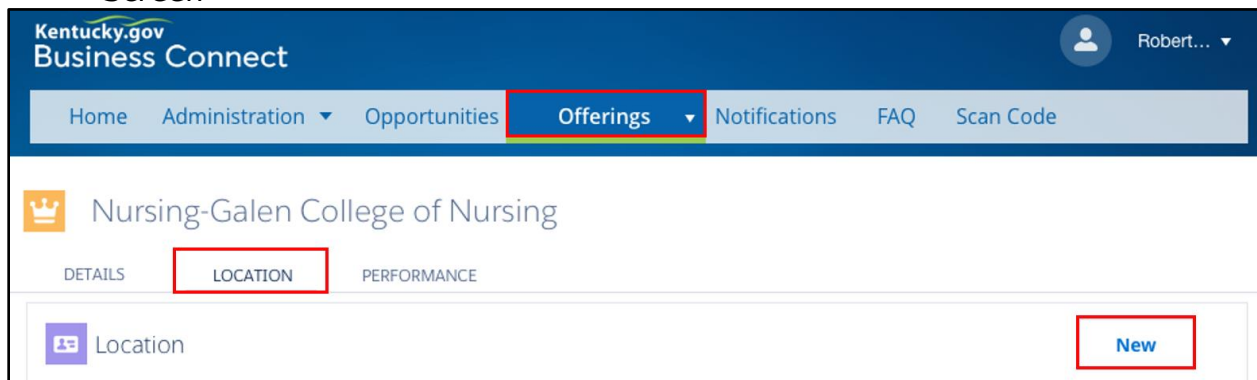
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### Adding New Location

The *Location Summary* Screen allows the Business Partner to **add** a new location to each Offering. Once the User navigates to the *Location Summary* Screen a new location is able to be added.

The User may follow the steps below to add a new location:

- 1) Select **"Log In"** and enter credentials
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
- 3) Select the **Offering** hyperlink for the specific Offering
- 4) Select **"New"** located in the top right corner of the *Location Summary* Screen



- 5) Enter the following details on the *New Location* screen:

- **Location Information**
  - Status
  - Location Type
  - Address
  - City
  - State
  - ZIP
  - County
  - Phone
  - Fax
- **Primary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email
- **Secondary Contact Information (optional)**

- 7) Select **"Save"** to save the potential new location for a *Program Offering*

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### Viewing and Editing the Location

The *Location Summary* Screen allows the Business Partner to **view** and **edit** the location to that Offering.

The User may follow the steps below to **view** the location attached to the Offering:

- 1) Select **"Log In"** and enter credentials
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
- 3) Select the **Offering** hyperlink for the specific Offering to view details
- 4) Select the **"Location"** subtab
- 5) Select the specific *Location* hyperlink to view the *Offerings Location* details
- 6) The *Location Summary* Screen appears
- 7) The User may select the specific Location hyperlink to view details of the Location and utilize the drop down arrow to select **"Edit"** to edit the location details

The screenshot shows the 'Kentucky.gov Business Connect' interface. The 'Offerings' menu item is highlighted in the top navigation bar. Below it, the 'LOCATION' subtab is selected. The main content area displays a table of locations for 'Nursing-Galen College of Nursing'. The table has columns for ADDRESS, CITY, STATE, ZIP, COUNTY, PHONE, STATUS, and LOCATION TYPE. Two locations are listed: one in Paris, KY (Primary) and one in Louisville, KY (Others). An 'Edit' button is highlighted in a red box next to the second location.

	ADDRESS	CITY	STATE	ZIP	COUNTY	PHONE	STATUS	LOCATION TYPE
1	1234 Huckle..	Paris	KY	40507	Bourbon County	(888) 764-9580	Active	Primary
2	1000 Main St..	Louisville	KY	50680	Greater Louisville	(908) 744-9578	Inactive	Others

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### Deleting Existing Location

The *Location Summary* screen allows the Business Partner to delete an existing location to that offering.

The User may follow the steps below to **delete a location**:

- 1) Select **"Log In"** and enter credentials
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
- 3) Select the **Offering** hyperlink for the specific Offering to view details
- 4) Select the **"Location"** subtab
- 5) Select the specific *Location* hyperlink to view the *Offerings Location* details
- 6) Select the drop-down in the field of a specific *Location* for deletion
- 7) Select **"Delete"**

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Nursing-Galen College of Nursing

DETAILS LOCATION PERFORMANCE

Location

	ADDRESS	CITY	STATE	ZIP	COUNTY	PHONE	STATUS	LOCATION TYPE
1	1234 Huckle..	Paris	KY	40507	Bourbon County	(888) 764-9580	Active	Primary
2	1000 Main St..	Louisville	KY	50680	Greater Louisville	(908) 744-9578	Inactive	Others

New Edit Delete

- 7) Enter a *reason for deletion* in the *Delete Location* pop-up screen
- 8) Select **"Submit"**

DELETE LOCATION

\*Reason for Delete

CANCEL SUBMIT



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## Performance Summary Screen

The *Performance Summary* screen allows Business Partners to view a summary of Performance for Programs.

- 1) Select **"Log In"** and enter credentials
- 2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
- 3) Select the **Offering** hyperlink for the specific Offering to view details
- 4) Select the **"Performance"** subtab
- 5) Select the specific *Performance* hyperlink to view the *Offerings Performance* details
- 6) The following information is available on the screen about the *Performance Of The Program* across all years:
  - **Program Information:**
    - Year
    - Completion Rate
    - Employed in 2<sup>nd</sup> Quarter after Exit Rate
    - Employed in 4<sup>th</sup> Quarter after Exit Rate
    - Median Earnings in 2<sup>nd</sup> Quarter after Exit
    - Credential Attainment Rate

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Home	Administration	Opportunities	Offerings	Notifications	FAQ	Scan Code
Nursing-Galen College of Nursing						
DETAILS LOCATION PERFORMANCE						
Offering Performance						
	YEAR	COMPLETION RATE	EMPLOYED IN 2ND Q..	EMPLOYED IN 4TH Q..	MEDIAN EARNINGS IN 2ND Q..	CREDENTIAL ATT..
1	<input type="checkbox"/> 2018	78	71	14	\$ 8,826.40	14
2	<input type="checkbox"/> 2017	80	80	14	\$ 9,000.30	14

## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

- 6) By clicking on a year hyperlink, the *Existing Program Offering Performance* details are given for a specific year

The screenshot shows the 'Offering Performance' page for offering PP00001. The page has a dark blue header with the 'Kentucky.gov Business Connect' logo and a user profile 'Robert...'. Below the header is a navigation bar with links: Home, Administration, Opportunities, Offerings (selected), Notifications, FAQ, and Scan Code. The main content area has a title 'Offering Performance PP00001' with a monitor icon. Below this is a table with five columns: Completion Rate (78), Credential Attainment Rate (78), Employed in Q2 After Exit Rate (78), Maiden Earnings in Q2 After Exit (78), and Employed in Q4 After Exit Rate (90). Below the table are two tabs: 'PERFORMANCE' and 'DETAILS' (selected). The 'DETAILS' tab shows the following information:

Offering Name	Business Partner
Nursing-Galen College of Nursing	Galen College of Nursing
Year	
2018	
Completion Rate	Employed in 2nd Quarter After Exit Rate
78	71
Employed in 4th Quarter After Exit Rate	Median Earnings in 2nd Quarter After Exit
14	\$ 8,826.40
Credential Attainment Rate	
14	

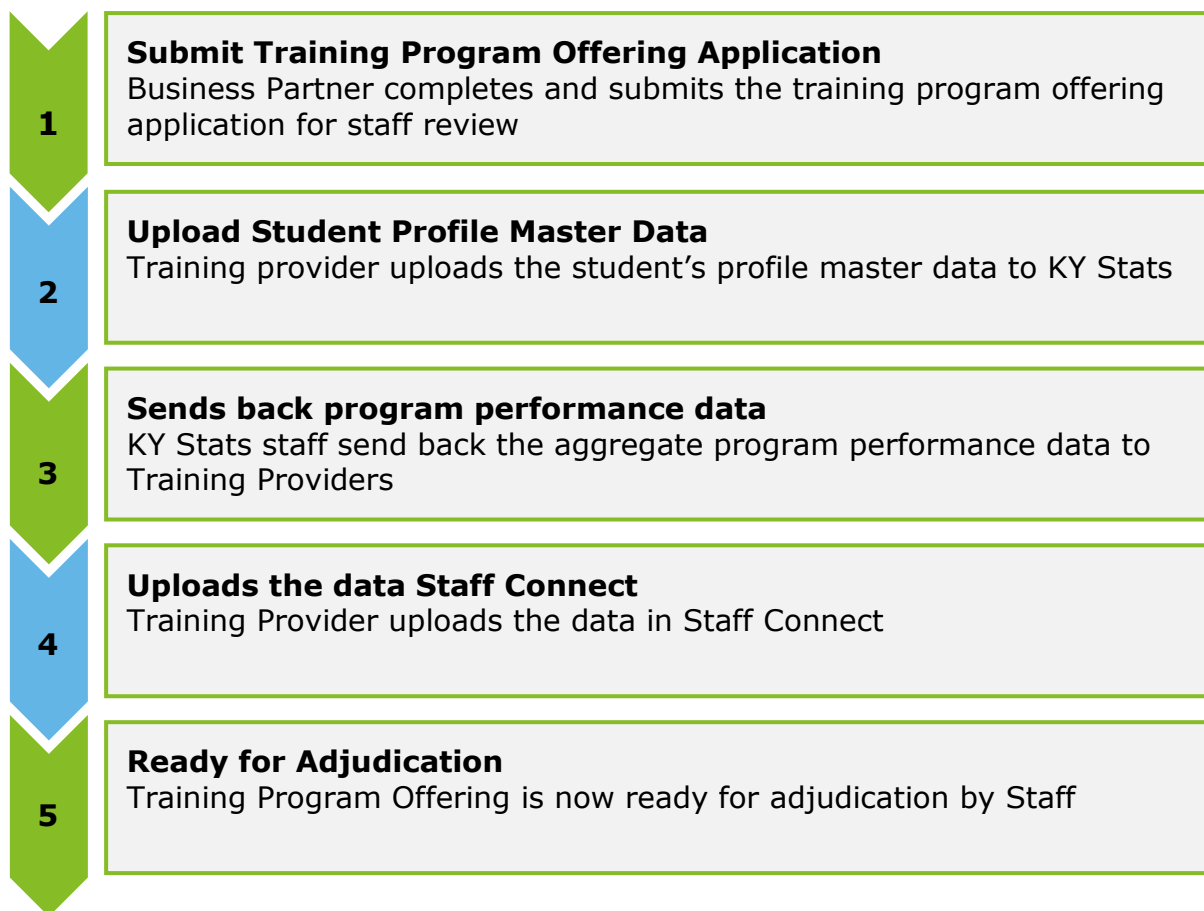
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### Submitting an Offering for State Approval

#### Approval of Offerings

The Training Program Offering application process starts within Business Connect, where the Business Partner completes the Training Program Offering details, costs, address locations, and other relevant program details and submits the application for staff review.

The steps that a Business Partner may follow to submit an Offering Application are listed below:



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### Offering Applications Approval Process

Once the Business Partner submits the Offering Application, the User will follow the steps below:

- 1) A "Review Program Offering" task should appear in the approvers task queue within Staff Connect
- 2) The Staff Connect user verifies all the required documentation has been completed for the potential Offering
  - If all the required documentation is not approved, the Staff Connect user updates the Offering Status to **"Need more information"**
  - If all the required documentation is verified, the Staff Connect user approves the Offering. If the Staff Connect user approves the Offering, the status is updated to **"Active"** and citizens may register for the offering
  - In the case a Staff Connect user decides to close the Offering request, the status is updated to **"Closed"**



**Please Note:** Staff Workers do not reject documents. They reach out to the Training Provider to update or delete the document if it is not approved.

- 3) The Business Partner's Primary Contact receives a notification about the status of their Offering request

## Kentucky HEALTH Release 4 Business Connect Quick Reference Guide: Offering Management

### Program Offering Statuses

Following are the program Offering statuses and their description when a new training offering is submitted:

#### **New**

For all Program Offerings which have not yet been submitted, status is set to "New" on the "New Offering" screen.

#### **Pending Approval**

On Clicking the "Submit Offering" button on the "View Offering Details" screen from Business Connect, status is set to "Pending Approval".

#### **Need More Information**

On clicking the "Need More Information" button from the approval task, status is set "Need More Information."

#### **Active**

On approving of Offerings, system will set the status to "Active".

#### **Pending Recertification**

On triggering of recertification by Policy Management, status is set to "Pending Recertification."

#### **Pending Cancellation**

On clicking the "Save" button from the "Cancellation" screen requested by the Business Partner, status is set to "Pending Cancellation."

#### **Closed**

The status is set to "Closed" when the offering is no longer available.